**Computer Applications Level 1 # Syllabus—2019-2020**

# Mrs. Johnson—RM159

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715-687-4311 Ext.#2159

**Materials Needed:**

You are expected to bring the following to class each day:

1. Blue or Black Pen and Pencil
2. Notebook or loose-leaf paper
3. Folder/Binder
4. Google account (Will use Google Classroom and Google Email)
5. Optional: Flash Drive/Pen Drive (to finish assignments at home if needed)
6. Optional: Headphones.

**Textbook for Course:**

* New Perspectives on Microsoft® Office 2019, First Course, 1st Edition, ISBN 978-0-357-37542-6

**Description:**

This semester course provides students with a background in computer concepts ranging from basic operation of hardware and software, computer literacy, and systems analysis and design. Students will develop an in-depth knowledge of word processing, spreadsheet, database, presentation, and publishing applications using Microsoft Office software. This will include integration of these components into real life applications. Students will explore career opportunities that utilize these types of skills.

**Course Outline**

1. Introduction Creating and Editing a Document in Word 2019
2. Navigating and Formatting in Word 2019
3. Creating Tables and a Multipage Report in Word 2019
4. Enhancing Page Layout and Design
5. Introduction to Excel 2019 and Creating a Spreadsheet
6. Formatting your Excel 2019 Spreadsheet
7. Calculating Data with Formulas and Functions
8. Analyzing Data with Charts

**By the end of this course you should be able to:**

*I can*

* Create documents in Word 2019 and Excel 2019.
* Modify documents in Word 2019 and Excel 2019.
* Integrate Excel into Word and Word into Excel.
* Use advanced formatting features in Word 2019, Excel 2019, PowerPoint 2019, and Access.
* Integrate Office 2019 programs between each other.
* Explain what Office 2019 program would be the best to use when trying to accomplish a particular task.
* Share documents with others using Google Drive and Gmail.
* Explain why Office 2019 programs can be beneficial to use in many career areas.

**Evaluation/Grading**

In this course, your performance will be assessed in the following methods: class participation, lab assignments, and formal assessments (tests/exams). I will notify you of the amount of points assigned to each assignment. Formative assessments will be 30% of your grade and 70% will be summative assessments. Each quarter is worth 45% and the semester final exam are 10% of your grade for the semester.

Stratford High School Grading Scale

93-100 A

90-92 A-

87-89 B+

83-86 B

80-82 B-

77-79 C+

73-76 C

70-72 C-

68-69 D+

66-67 D

65 D-

0-64 F

**Late Work**

ANY late work is due at the end of each unit or at mid-quarter/end of quarter; whichever comes first. Late work will be graded after the current work (current assignments) have been graded. Turning in an assignment late does not move the assignment up in priority for grading. Everyone’s work is important, but current work and exams helps a teacher steer their current teaching to reach the needs of the class.

Late work will receive a late penalty of 20% (subtracted from the possible points) of the possible points for each week the assignment is late (40% after two weeks, 60% after 3 weeks, etc.)

**Retake Policy**

Exams may be retaken if you score below a C. The highest score you can receive on a retake is a C. You have two weeks to retake an exam (or before the end of a grading period that the exam score is calculated in).

**Computer Usage (Per School Board Policy)**

Use of the computers in the classroom is a PRIVILEGE. Any unauthorized use of classroom equipment can result in loss of this privilege. Unauthorized use can include, but is not limited to, adding new programs, deleting programs, downloading programs, etc.

All students must have a signed *Acceptable Use Policy* on file prior to using the Internet.

No food, soda, gum or candies are permitted in the computer room *Electricity and Liquids Do Not Mix*. Water may be kept on the **floor by your seat** or on the **back bookcase**.

**Classroom Expectations**

1. Be on time to class. Be prepared. Bring ALL materials with you to class.
2. Login into the computer when you arrive at class. (Unless I have given instruction to do something else.)
3. Put away all electronic devices (cell phones, tablets, etc.).
4. Be courteous and respectful to **ALL students** and **ALL property** within the classroom and school buildings.
5. Always be positive (negative attitudes do not enhance your personality).
6. Be attentive in class. ORAL instructions are just as important as written instructions.
7. Nearly all class work will be completed during class. Work time is your time to complete assignments and is precious and ANY delays or disruptions for ANY reason will result in consequences as outlined below.

Failure to follow these expectations will result in the following consequences:

|  |  |
| --- | --- |
| * First Offense: | Warning |
| * Second Offense: | 10-minute detention |
| * Third Offense: | 20-minute detention |
| * Severe Offense: | Steps 1, 2, & 3 will be eliminated and an office referral will be made. |

**All work must be handed in with the following on it:**

* **A Header of Footer with—Your Name, Hour (you have class), current date, the page number and document number of assignment & name of assignment.**

**Academic Integrity Policy**

It is the belief of the Stratford Business Education Department that the practice of copying another person’s course work or creating non-factual information is unethical and detrimental to all parties involved. This practice will not be tolerated in business and industry and will not be tolerated by this department. The school policy on Academic Integrity states that *“Academic dishonesty is plagiarism, submitting falsified or invented information as fact, unauthorized use of tools, notes, textbooks or electronic devices on assessments, being complicit in the act of allowing another student to copy work or copying another student’s work and submitting it as your own.”* Be aware that the District Athletic Code also will enforce classroom integrity as outlined in the Athletic & Activities Code, p.12. The following policy will therefore be enforced in this class:

Step 1 – Students violating the class Academic Integrity Policy for the first time will be allowed to redo the assignment/assessment for a 70% a passing grade. Parents will be notified and the Dean of Students will receive a copy of the notification. (ex.1 assignment)

Step 2 – Students violating the class Academic Integrity Policy for a second time will receive a zero for the assignment/assessment. Parents, the Dean of Students, and Principal will be notified. (ex. More than 1 assignment)

Step 3 – Students violating the class Academic Integrity Policy for a third time will receive a zero for the assignment/assessment (and could possibly fail the unit in the quarter/semester). Parents, the Dean of Students, and Principal will be notified.

***Please ask for help when feeling overwhelmed or having questions with assignments/assessment instead of violating the class Academic Integrity Policy*.**

✁✁✁✁✁Return this page to Mrs. Johnson ✁✁✁✁✁

Student Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class Name: **Computer Applications Level 1**

I have read over the syllabus and understand how the course is graded and what is expected of me with my behavior. I understand that late work will be graded after the current assignments are graded by Mrs. Johnson, so it may take a few days for late work to be graded. I understand I am to try to do my best to the best of my ability and turn in assignments on time. I understand that Mrs. Johnson is available for help before and after school if she is unable to meet with me during the school day. I can also reach Mrs. Johnson by email.

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Student Signature Parent Signature

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Date